



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

SENIOR PERSONNEL SPECIALIST DEPARTMENTAL PROMOTIONAL SPOT SACRAMENTO

FINAL FILING DATE	Applications will be accepted on a continuous basis. New cut-off dates will be established when departmental needs warrant. Revised applications (STD 678 REV. 06/2010) must be received or postmarked no later than the cut-off date posted on the "Notice of Revision," or they will be held until the next administration of the examination. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.				
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.				
HOW TO APPLY	Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person to: <table><tr><td>MAILING ADDRESS:</td><td>SUBMIT IN PERSON:</td></tr><tr><td>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td>Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: www.jobs.ca.gov	MAILING ADDRESS:	SUBMIT IN PERSON:	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.				
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.				
SALARY RANGE	\$3,658-\$4,446				
ELIGIBLE LIST INFORMATION	A departmental promotional merged list will be established for the Department of Water Resources. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to re-establish eligibility. Competitors may only test once every 10 months.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the cut-off date. One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.				
ADDITIONAL DESIRABLE QUALIFICATIONS	Familiarity with automated system.				
POSITION DESCRIPTION	This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff. Positions exist in Sacramento with the Department of Water Resources				

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTEVIEW WILL BE DISQUALIFIED.
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SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Current office methods, procedures, equipment, and basic math principles.2. The laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.2. Independently interpret and use reference material.3. Give and follow directions.4. Gather data.5. Design and prepare tables, spreadsheets, and charts.6. Advise employees of their rights.7. Consult with supervisors on alternative actions which they may take on various transaction situations.8. Communicate effectively.9. Operate a computer keyboard/terminal.10. Establish and maintain cooperative working relations with those contacted during the course of the work.11. Organize and prioritize work.12. Create/draft correspondence.13. Represent the department on intra/interdepartmental teams.14. Coordinate a variety of personnel/payroll transactions.
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VETERANS PREFERENCE	Veterans Preference Credit will not be granted in this examination.
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GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources’ (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the Department of Human Resources (CAL HR), and their website: www.jobs.ca.gov

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Samantha Cherry (916) 651-6930.

D/P/C (Rev. 1/13)

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